

COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH
Countywide Children's System of Care,
Residential/TBS Program Support

VACANCY ANNOUNCEMENT
Mental Health Counselor, RN

A Transfer Opportunity

THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN

The Residential/TBS Program Support unit is seeking a qualified mental health professional to fill a vacant Mental Health Counselor, RN position. Under the direction of the Program Head and District Chief, the scope and functions of this position are for the administration and oversight of legal entity mental health contracts for non-profit providers of mental health services for children and TAY population countywide.

EXAMPLES OF DUTIES:

- Assist providers with program development
- Conduct on-site QA clinical documentation reviews and provide feedback and technical assistance to provider staff
- Review contract renewal negotiation Packages and Supersession budgets
- Monitor provider utilization of Maximum Contract Amount and provide status reports to providers and DMH Budget Division and DMH Provider reimbursement Division
- Complete documents (PFAR, SRF, 403, Golden Rod) to initiate amendments to legal entity contracts and monitor progress interdepartmentally within LAC DMH.
- Provide oversight, program development support, training, and technical assistance to mental health contract providers who deliver Therapeutic Behavioral services (TBS) countywide.

DESIRABLE QUALIFICATIONS:

- Experience in clinical management or program operations of children/TAY mental health programs (out patient, day treatment, and residential)
- Experience in reviewing clinical/medical records
- Working knowledge of DMH Policy and Procedures and California Code of Regulations, including the Welfare and Institutions Code
- Strong analytical skills
- Working knowledge of computers and standard software applications, including Excel
- Ability to effectively present complex information in writing and orally
- Ability to work autonomously and as part of a team
- Ability to communicate effectively with DMH and Contract Provider staff at all levels

Interested individuals holding the title of Mental Health Counselor, RN (MHCRN) are encouraged to send, email or fax their resume, last two (2) Performance Evaluations, and last two (2) master timecards on or before July 1, 2011.

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AN EQUAL OPPORTUNITY EMPLOYER